

Las Vegas Indian Center

Job Announcement



POSITION: CLINICAL MANAGER
SUPERVISOR: EXECUTIVE DIRECTOR
DEPARTMENT: ADULT OUTPATIENT SUBSTANCE ABUSE TREATMENT

QUALIFICATIONS:

Successful candidate must meet the educational requirements for licensure in the state of Nevada. Must have a clinical supervision certification or be willing to attain certification. Must be able to work with a diverse client base (our clients come from various walks of life; different ethnicities, races, socioeconomic status, political and spiritual beliefs)

JOB DESCRIPTION:

- A. Assume responsibility for the daily operations of (Level 1) Adult Outpatient Treatment Program.
- B. Be effective in communication with clients, other employees and outside agency employees.
- C. Supervise counselors and interns in counseling methods and practices.
- D. Ensure that agency policy and procedures are being adhered to by all counseling staff.
- E. Maintain files as required and in compliance with LVIC, Federal and State law.
- F. Perform outreach to maintain and/or increase client base.
- G. Maintain the dignity and professionalism of LVIC Adult Outpatient Treatment Program.
- H. Complete full assessment/evaluation using the NHIPPS system; DSM V TR, 5 Axis diagnoses and treatment planning using ASAM diagnosis where appropriate and necessary.
- I. Facilitate clinical staff meetings.
- J. Facilitate the professional development of counselors and interns.
- K. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Requires completion of Nevada Board of Examiners for Alcohol, Drug and Gambling Counselor certification/licensure educational requirements.
- Experience in the creation, leadership and/or management of substance abuse counseling with individuals and groups.
- Education and experience in program development and management
- Establish and maintain a collaborative partnership with community based agencies.
- Knowledge of Medicaid and other insurance systems

AGENCY POLICY:

The data included in this job description is intended to convey general information about the position and is not an exhaustive list of all the duties and responsibilities.

HOW TO APPLY:

Submit a cover letter and resume to: Debra Reed, Executive Director
karachristensen@lvcoxmail.com

Cover letter and resume will be accepted March 18, 2015 - Until position filled. Salary is based on education and experience. The Las Vegas Indian Center is an equal opportunity employer.